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Central Intelligence Agency



Washington, D. C. 20505

DD/A Registry
87-0155X

3 MAR 1987

The Honorable George Bush
President of the Senate
Washington, DC 20510

Dear Mr. President:

Pursuant to the Privacy Act of 1974 (5 U.S.C. 552a), transmitted herewith is a report of the establishment of a new CIA system of records entitled "Intelligence Community Staff Information Records System" (CIA-70).

The appropriate notice of this addition to the record systems has been sent to the Federal Register for publication. A copy of this notice is also enclosed for your information.

Sincerely,

[Redacted signature box]

William F. Donnelly
Deputy Director
for
Administration

Enclosures

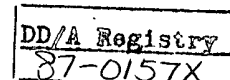
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Central Intelligence Agency



Washington, D. C. 20505



3 MAR 1987

MEMORANDUM FOR: Director, Office of Management and Budget
ATTENTION: Office of Information and Regulatory Affairs
FROM: William F. Donnelly
Deputy Director for Administration
SUBJECT: Proposed Establishment of a New CIA System
of Records Entitled "Intelligence Community
Staff Information Records System" (CIA-70)

1. Pursuant to the Privacy Act of 1974 (5 U.S.C. 552a), transmitted herewith is a report of the establishment of a new CIA system of records entitled "Intelligence Community Staff Information Records System" (CIA-70).

2. For any questions or additional information that may be needed, please contact [redacted] Information and Privacy Coordinator, telephone [redacted]

3. This report has been transmitted to the President of the Senate and the Speaker of the House of Representatives. In addition, the appropriate notice of this addition to the record systems has been sent to the Federal Register for publication. A copy of this notice is also attached for your information.

William F. Donnelly

Attachments

Central Intelligence Agency



Washington, D.C. 20505

DD/A Registry
87-0156X

3 MAR 1987

The Honorable James Wright
Speaker of the House of Representatives
Washington, DC 20510

Dear Mr. Speaker:

Pursuant to the Privacy Act of 1974 (5 U.S.C. 552a), transmitted herewith is a report of the establishment of a new CIA system of records entitled "Intelligence Community Staff Information Records System" (CIA-70).

The appropriate notice of this addition to the record systems has been sent to the Federal Register for publication. A copy of this notice is also enclosed for your information.

Sincerely,



William F. Donnelly
Deputy Director
for
Administration

Enclosures

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CENTRAL INTELLIGENCE AGENCY
PRIVACY ACT OF 1974
ESTABLISHMENT OF NEW RECORD SYSTEM

AGENCY: Central Intelligence Agency

ACTION: Notice of new system of records subject to the
Privacy Act

SUMMARY: The Central Intelligence Agency is adding a new system of records to its existing inventory of record systems subject to the Privacy Act as amended (5 U.S.C. 552a).

EFFECTIVE DATES: The proposed action will be effective without further notice on or before 30 days after publication of this notice in the Federal Register, unless comments are received which would result in a contrary determination.

FOR FURTHER INFORMATION CONTACT: [redacted]
Information and Privacy Coordinator, Central Intelligence
Agency, Washington, DC 20505, telephone: [redacted]

SUPPLEMENTARY INFORMATION: The new record system identified as CIA-70 is entitled: Intelligence Community Staff Information Records System. A new system report as required by 5 U.S.C. 552a(o) of the Privacy Act was submitted on pursuant to section 4.b. of Appendix I to OMB Circular No. A-130, "Federal Agency Responsibilities for Maintaining Records About Individuals," dated December 12, 1985.

[redacted]
William F. Donnelly
Deputy Director
for
Administration

Dated: 3 MAR 1987
Billing Code 6310-02-M

SYSTEM NAME:

Intelligence Community Staff Information Records System

SYSTEM LOCATION:

Intelligence Community Staff, Washington, DC 20505

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals who have an employment, detailee, liaison, or contractual relationship with the Intelligence Community Staff or with Intelligence Community agencies, and individuals who are of foreign intelligence or counterintelligence interest to the Intelligence Community, including individuals identified as being involved in activities related to intelligence matters such as the possible compromise of classified information or activities otherwise implicating intelligence sources and methods as well as other information protected by statute or Executive order.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records include administrative information; intelligence requirements, analysis, and reporting; Intelligence Community operational records; bibliographic information about individuals of intelligence interest; articles, public-source data, and other published information on individuals and events of interest to the Intelligence Community; actual or purported compromises of classified intelligence; countermeasures in connection therewith; identification of classified source documents and distribution thereof; investigative data related to compromises of classified intelligence.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

National Security Act of 1947, as amended--Public Law 80-253.

Central Intelligence Agency Act of 1949, as amended--Public Law 81-110.

Executive Order 12333.

Executive Order 12356.

Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

Intelligence Authorization Act for Fiscal Year 1987--Public Law 99-569.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To provide classified and unclassified information within the Central Intelligence Agency and to appropriate Intelligence Community and U.S. Government officials for the conduct of authorized activities.

To inform and provide information to U.S. Government officials regarding compromises of classified information including the document(s) apparently compromised, implications of disclosure upon intelligence sources and methods, investigative data on compromises, and statistical and substantive analysis of the data.

A record from this system of records may be disclosed as a "routine use" in order to facilitate any security, employment, detail, liaison, or contractual decision by the Intelligence Community Staff or any U.S. Government organization. Records may further be disclosed in response to or by direction of a court order, or where there is an indication of a violation or potential violation of law, whether civil, criminal, or administrative in nature, to the appropriate Federal, state, or local agency charged with the responsibility of prosecuting such violation or charged with implementing or enforcing a statute or law, regulation, or order issued pursuant thereto. Records also may be disclosed to other agencies if necessary for the protection of intelligence sources and methods and in support of intelligence analysis and reporting. Additionally, records from this system are used to prepare periodic statistical reports for U.S. Government officials related to the control and dissemination of classified information.

The statement of general routine uses applicable to and incorporated by reference into systems of records maintained by the Central Intelligence Agency are incorporated into this system of records.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Paper and magnetic media attached to automated information systems operated by agencies of the Intelligence Community.

RETRIEVABILITY:

By category of information contained therein, including by name.

SAFEGUARDS:

All records are maintained in safes or vaulted areas. Access is limited on a need-to-know basis.

RETENTION AND DISPOSAL:

Records destroyed when obsolete or no longer needed. Destruction by pulping, burning, or erasure or destruction of magnetic media.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Intelligence Community Staff, Central Intelligence Agency, Washington, DC 20505.

NOTIFICATION PROCEDURE:

Individuals seeking to learn if this system of records contains information about them should direct their inquiries to the Information and Privacy Coordinator, Central Intelligence Agency, Washington, DC 20505.

Identification requirements are specified in the Central Intelligence Agency rules published in the Code of Federal Regulations (32 CFR 1901.13). Individuals must comply with these rules.

RECORD ACCESS PROCEDURE:

Request from individuals should be addressed as indicated in the Notification Procedure section above.

CONTESTING RECORD PROCEDURES:

The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by the Central Intelligence Agency concerning access to or correction of the records, are promulgated in the Central Intelligence Agency rules section of the Code of Federal Regulations.

RECORD SOURCE CATEGORIES:

Individuals themselves; other U.S. agencies and organizations; media, including periodicals, newspapers, and broadcast transcripts; public and classified reporting, intelligence source documents, investigative reports, correspondence.

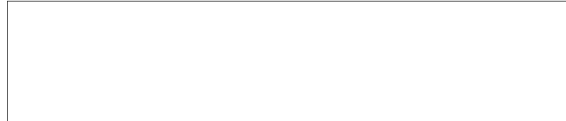
SYSTEM REPORT ON THE ESTABLISHMENT OF A
NEW CIA SYSTEM OF RECORDS ENTITLED
"INTELLIGENCE COMMUNITY STAFF
INFORMATION RECORDS SYSTEM"

This system report is filed as a narrative statement pursuant to § 4.b.2.b. of Appendix I to OMB Circular No. A-130, dated December 12, 1985.

The Central Intelligence Agency (CIA) is establishing a new system of records entitled "Intelligence Community Staff Information Records System." The following information is supplied in accordance with § 4.b.2.b.(1)-(7): (1) Purpose: The system is, where appropriate, to automate Intelligence Community Staff records in a manner that permits more accurate, secure, and expeditious sharing of information among Intelligence Community organizations and to increase organization of such records; (2) Maintenance Authority: The Intelligence Community Staff Information Records System is established and will operate pursuant to the National Security Act of 1947, as amended, which requires the Director of Central Intelligence to "be responsible for protecting intelligence sources and methods from unauthorized disclosure" and which empowers CIA to "correlate and evaluate intelligence relating to the national security, and provide for the appropriate dissemination of such intelligence within the Government" 50 U.S.C. § 403(d)(3). The system also is established and will operate in accordance with the CIA Act of 1949, Executive Orders 12333 and 12356, the Intelligence Authorization Act for Fiscal Year 1987, the Federal Records Act of 1950, and internal CIA rules and regulations; (3) Evaluation of Potential Effects on Individual Privacy: CIA believes that this system will not directly affect individual privacy or personal or property rights; (4) Relationship of Proposal to Other Branches of Government: Information contained in the Intelligence Community Staff Information Records System will be coordinated, disseminated, and evaluated by appropriate Intelligence Community agencies; (5) Unauthorized Access Procedures: Intelligence Community Staff organizations, in conjunction with CIA, have devised appropriate technical, procedural, and physical safeguards for the protection of information in the proposed system; (6) Proposed Routine Uses: Access is limited on a "need-to-know" basis. The proposed routine uses are compatible with the purpose for which the information is collected. Information in the proposed system will be collected for the purpose of evaluating and disseminating

intelligence data related: (a) to the conduct of authorized activities; (b) to the protection of sources and methods; (c) to compliance with appropriate court orders; and (d) to the control and dissemination of classified information. The routine uses for the proposed system are consistent with these collection objectives; and (7) Provide OMB Information: This section is not applicable to the proposed system.

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William F. Donnelly
Deputy Director
for
Administration

Date: 3 MAR 1987

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IPD/ [redacted] (IPD)

23 January 1987

Distribution:

Original - Addressees

Letter to Senate with report and notice

Letter to House with report and notice

Letter to OMB with original of report and copy of notice

Original

and 2 - Federal Register (notice only--to be sent to IPD for transmittal)

① - DDA Subject File

1 - DDA Chrono

1 - OGC/ [redacted]

1 - ICS/UDAC/ [redacted]

1 - OIS Subject File

1 - OIS Chrono

1 - IRMD [redacted]

1 - IPD/ [redacted] (Federal Register File)

1 - IPD Chrono

1 - IPD Correspondence File

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All internal file copies are with the following enclosures: report, notice, and copies of three transmittal letters